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Work Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

- When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: Less than 48 Hours Cremation, General, Other Locations.

- **Queues Tab** provides you access to the General Queue as well as Notification (s), Records to be Approved, Demographic Resubmits to be approved, and Medical Resubmits to be approved.

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Demographic and Medical Resubmits

Demographic and Medical Resubmits need to be approved by the LHD.

You can determine if there are any resubmits pending approval by accessing the Demographic and/or Medical Resubmits to be approved queue.

The Demographic and Medical Resubmits Queue is made up of 2 Tabs:
1. Resubmits to be Approved
2. View Previously Approved Resubmits

If there are any records pending, they will be displayed in the results window.

Please follow the Approval or Reject process.

IFDRS: Indiana Fetal Death Registry System

Quick Start Guide

Local Health Department

System Requirements:

Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.
1. Live Internet Connection

2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)

3. Acrobat Reader

4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

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Login and Password:

A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

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Permissions:

Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of these functions; Search for existing records, Process items that are in your work queues, Certification of Fetal Death, Medical Amendment (Resubmits), Declining Records, Perform Medical Extracts, Generate Reports

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Tips :

- What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.

- The system allows you to tab from field to field outlining the field you are on.

- You can navigate between pages by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.

- You can move between pages without saving data on each page. However, please note, if you get logged out by system inactivity or loss of connection, any data not saved will be lost.

Approve or Reject a Record

Use these steps to review and Approve or Reject a record.

You can access records that are Ready to be Approval 2 ways:

1. From the Home Workflow 'Ready for Approval' to approve individual records ; or
2. By accessing the Records to be approved Queue for approving either multiple records at one time, or individual records.

Approve Records Queue:

The **Approve Records** window is made up of 2 Tabs:
   1. Records to be Approved
   2. Print Approved Records

3. From the Queue Tab, select '**Records to be approved'**
4. The queue will display all records that are ready to be approved. You can select either:

   All records by checking them on the left side of the results list; or

   View individual records and release individually.

3. **Select Records to be Approved:**

   ~ All Records: Select check box in the 'blue' column heading, this will select all records.

   ~ Select one or more records: Select check box next to the record or records you want to release

   ~ Individual Record: You can either select an individual record by selecting the check box, or you can select 'View' and open the record. You can approve by opening the Record Actions Tab on the right.

4. **Select Approve**   Approve
5. Answer the Prompt OK or cancel.

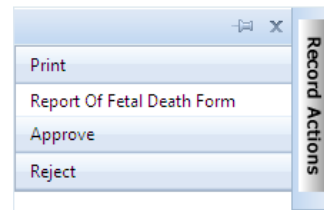   **Ok to continue,** the records you have selected
   1   will be moved to approved status and you will
   2   be returned to the Approved Records window;
   3   or
   4   **Cancel** to return to results list.

Approving Records in the Individual Record:

1. Select **'View'** records from the results list.

   View

2. Select Record Action Tab.

3. Are you sure you want to approve this record prompt?

   Ok to continue and approve record

   Cancel to return to record

4. Ok moves record to approved and completed status. You will be returned to the Record page with a complete status.

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Decline a Record

Declining a record releases a record from your login/ location queue and allows another user to access that record.

1. Access IFDRS.
2. Access the record by selecting from your Workflow or perform a Search to access the record that you will be declining.
3. From Record Actions Tab, select Decline.
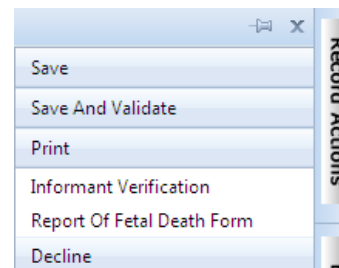
4. You will be prompted to confirm that you want to decline this record.
5. Once you have declined a record, you can no longer view that record in your queue. The record will be available in the Funeral Director queue as Pending.

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